

Meeting: Executive Committee

Date: April 14, 2004

Time: 3:15 p.m. – 5:00 p.m.

Location: Conf. Room 600B

Members Present												
Name	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Jeffrey Hawkins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elizabeth Dawsey	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brenda Stimson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keith Meeks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Joy Schumacher	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Parent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kalvin Scarber	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mary Stephens Ferris	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guests												
Waymond Burks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rondoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Staff												
Jewell Martin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cynthia Fletcher-Marshall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kamau Akinyele	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandra Cavette	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jerelle Moseley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic	Discussion	Action	Responsibility	Consult	Inform	Due Date
Needs Assessment	Middle of data collection process. SWOT analysis completed.	SWOT information will be processed to set timelines for 2004 work plan.	B. Stimson			
Long Range Planning	Keith reported on the San Diego conference. Needs assessment and Long range are working together and discussing making this work a year round project. Cultural sensitivity training is needed for the whole council i.e.	PJTWO, Ravena MSW will be contacted to do this training.  Ad Hoc work group will be established by membership and by-laws	K. Meeks, B. Stimson  M. Parent			

	transgender. The issues PWA's in the over 50 age group, discordant couples, young black men in relation to services and prevention need to be addressed.					
Media Marketing	<p>Script was submitted to BET. We will do the project even if we do not win the BET contest. This will be done for 12/01/2004 World AIDS Day. Plaque of recognition for volunteer work well done will be presented to council member(s) at reception in June.</p> <p>Oprah Winfrey on Friday will have a program on the Down Low.</p>	<p>This meets our education goal in comprehensive plan.</p> <p>Support staff will order plaque(s).</p>	K. Meeks			
Nominations and By-Laws	<p>Reviewed 2004-2006 SEMHAC membership slate with cover letter.</p> <p>Lining up the new chairman of the committees and officers of council in a timely manner is necessary to have this council function. The Mayor's acceptance of our slate in a timely manner is of utmost importance.</p>	<p>Motion to accept slate and forward to the Mayor through the Grantee, as of 04/14/04. Moved by B. Stimson and seconded by K. Meeks. Motion Passed</p> <p>Sandy Cavette will meet with Jewell Martin this Friday to start this process ASAP.</p>	S. Cavette			
Resource Development and	Only two committees have turned in budget requests.	A letter will go out to the other committee chairs one more time	K. Akinyele			

Fiscal Oversight	<p>The committee will meet 04/28/2004 from 12 –2 for rapid reallocation activities.</p> <p>Liz requested that the support staff and fiscal oversight come up with exactly where we stand operationally with funding for the next executive committee.</p>	for budget requests for this fiscal year by May 7 <sup>th</sup> 2004.				
Staff Support Report	<p>Working on Quick Books to get budget and spending in a manner in which we can understand our spending patterns.</p> <p>Conference room progress is positive.</p> <p>Target date for production of the Media Marketing video is June, 2004.</p> <p>Reception - “Meet and Greet” will be at the Museum of African American History on June 30<sup>th</sup> from 6-10 PM.</p> <p>Acknowledgment of work well done and new members is part of this. i.e. a folder with the mission statement on one side and a letter of appointment on the other side or certificate of work well done.</p> <p>There will be training for chairpersons on the topics of team building, conflict resolution, time management, and diversity.</p>	<p>Display board will be repaired and pictures taken for it.</p> <p>Chairman of each committee will be asked to provide information on the committee to share and as well as sitting at a table for new members to meet them.</p> <p>Hire HRSA TA consultant to do.</p>	<p>S. Cavette, K. Akinyele</p> <p>S. Cavette</p> <p>S. Cavette</p>			

	<p>P&amp;A needs formal training before the Process begins. Summaries of provider's quarterly reports for P&amp;A are important.</p> <p>Signage for conference room was accepted for purchase after the families of the persons have been contacted.</p>	Grantee will be contacted				
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*Jeffrey Hawkins*  
**Chair/Co-Chair Signature**

**April 14, 2004**  
**Date**